Utah STATE OFFICE of Education

USOE - *SIS* 2000+

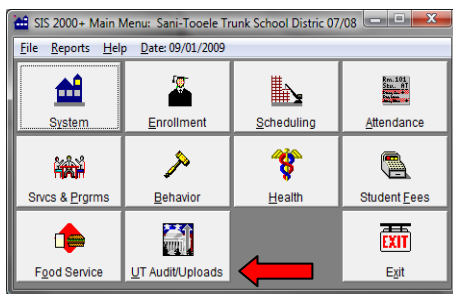# December 1
Clearinghouse Edit Program

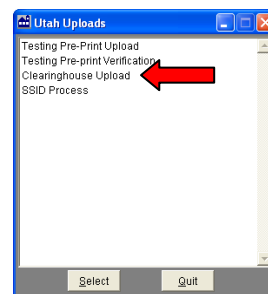# Clearinghouse Dec 1 Edit Program Training Index

UT Audit/Uploads

December 1 -- Clearinghouse Upload

Go to the UT Audit/Uploads module

Select Clearinghouse Upload

Select and **highlight** the school(s) listed on the left that you are running the file for. Put a check mark in **Clearinghouse Upload File**. Always change the Students Enrolled end date to 12/1/20??.
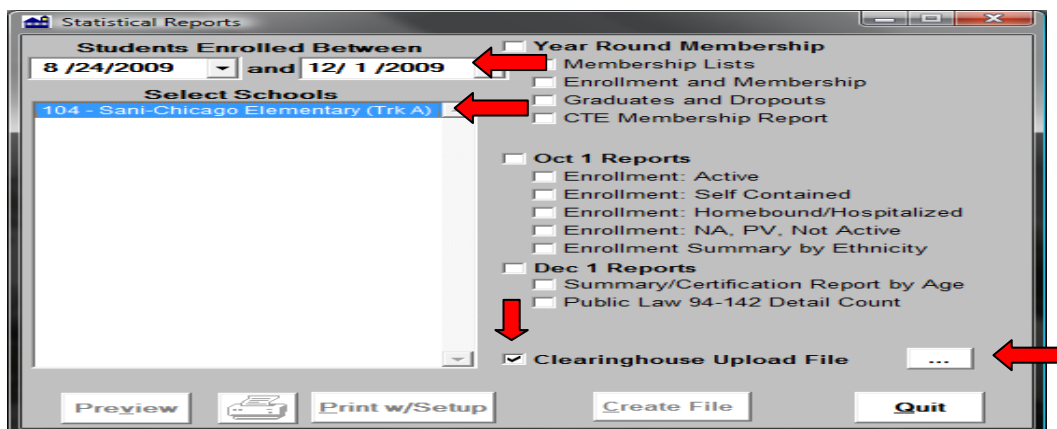
Select the button with the three ... (Dots) The three dots signify 'Browse'

Select the **Browse** button and save the extracted files to the drive you have permissions to (usually local C: drive or C: local drive with the name of your computer).
If you don't know where to save the file, contact your IT staff.
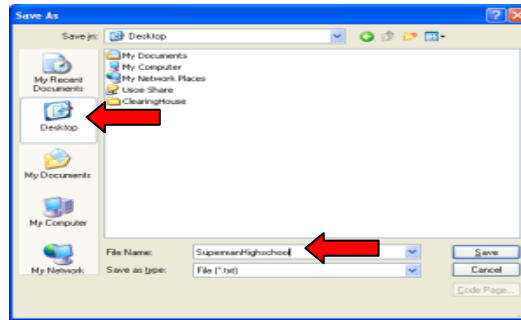
Create a folder where you have permissions (usually local C: drive or C: with the name of your computer) and name the folder **Clearinghouse** to make it easy to locate.

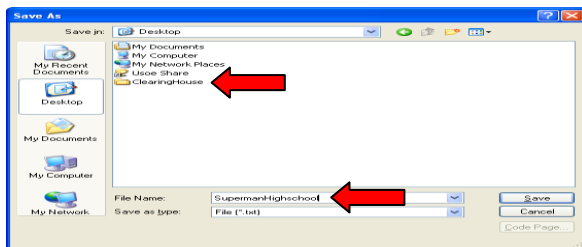Select and open the folder you named **Clearinghouse** and name the new data file you are creating by the school name and date (Washington12012009). Select **Save**.   This will put the data file inside the Clearinghouse folder.

Then select **Create File**. This can take several minutes to create.

After it runs, it will look like this: Select **OK.**

This process will need to be done often because data changes occur daily in schools. Keeping data accurate is **critical**. Even when the data doesn't need to be submitted to the Clearinghouse, it is wise to run the edit checks often to ensure perfect data. This saves a lot of stress at the end of the school year. You should be editing and correcting your data throughout the school year.

You will need to fix the data in FoxPro and then create new data files and put them through the Clearinghouse Transactions Edit process **over and over** until the data has no errors.

Putting the data through the Clearinghouse Transactions Edit Program:

Open the Clearinghouse Edit Program by selecting the Clh_edit.exe icon: Clh_edit.exe

Select the file type you want to run. This will be determined by the time of the year the data is needed for submission –

**December 1**; Dated Dec 1st -Submitted December 15th.
If December 15th[s] falls on a weekend, the data file will be submitted the following Monday.

Read the Clearinghouse Instructions for complete information.
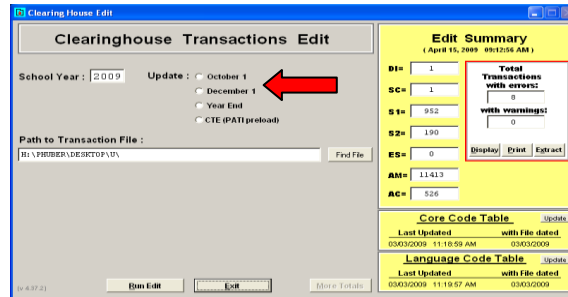
December 1 is due December 15 but data is always dated **December 1**. Always clean up your data before the December 15th deadline. Start submitting data to be checked for errors at least a week before December 15th. This will give you enough time to get the file back and fix any errors that the state Clearinghouse may find. Make sure there are **no** data errors before uploading the file to the Move_it Site. Type a message that the data file is only being submitted for checking for errors, not for final submission.

Find the data file you created and named (yourschoolnamedate):
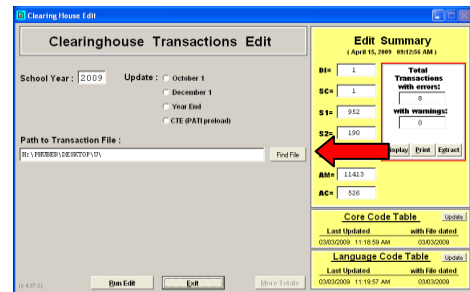

Select **Find File** on the Clearinghouse Transactions Edit Program

Browse to the place you put the data file (schoolnamedate) that was created from FoxPro.
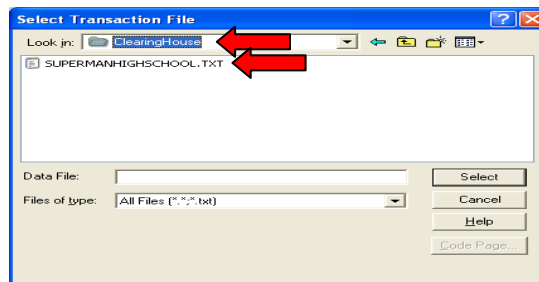
Double click on the file and that will bring it into the Clearinghouse Transactions Edit module or highlight the name of the file and click on the Select button and that will also bring it into the Clearinghouse Transactions Edit module.
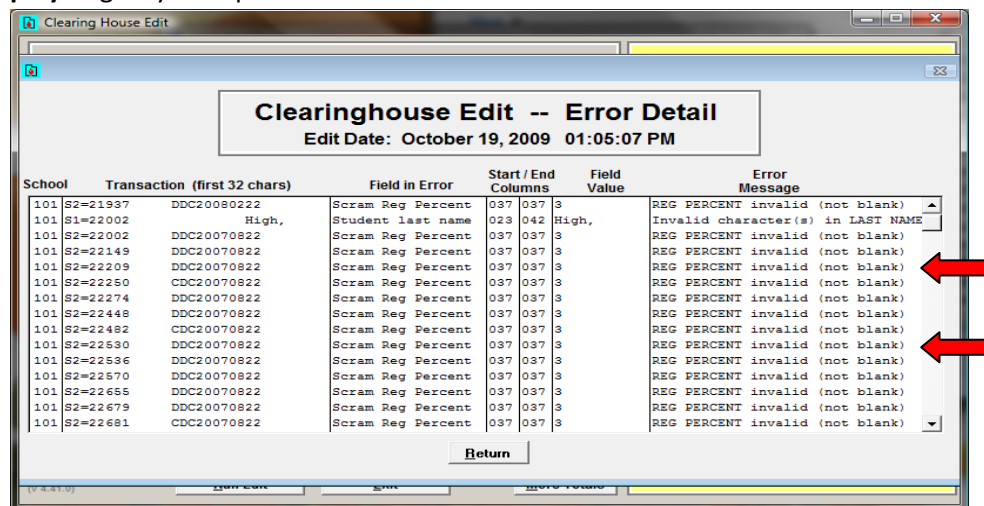
Select the **Run Edit** button. It will process the data file.
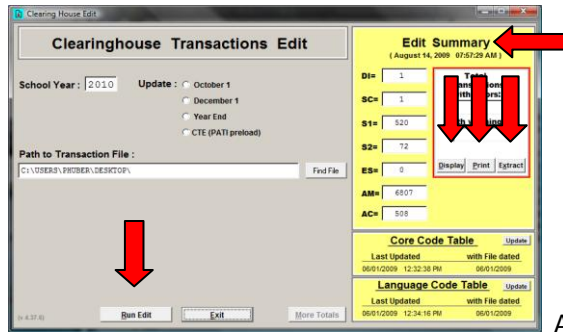
After it has processed the data file, select OK.

In the box above below **Edit Summary**, you will see the buttons: **Display** – **Print** – **Extract**

Select –**Display** to give you a quick view of the data errors.

When finished viewing the errors, select the **Return** button.

Select **Print** and print the errors for easier viewing to correct the data.

To E<u>x</u>tract the Data: Select E<u>x</u>tract

A screen will pop up for you to select a location to save the Extracted data. **Name and Save the data file in the Clearinghouse folder.**
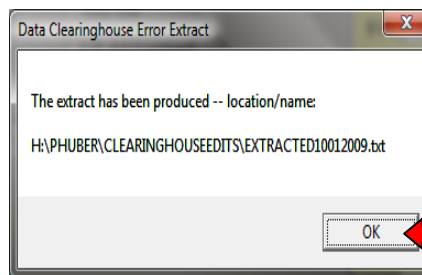
The data will be saved as a .txt file in the folder. Select OK.
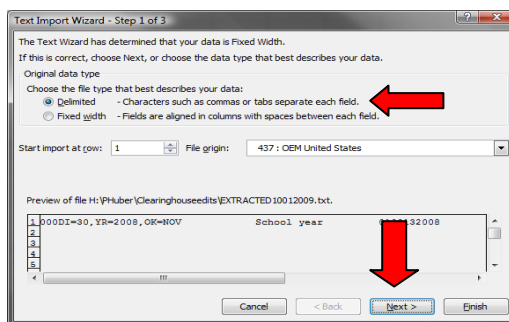
You can review the data by opening it in Excel

Select Delimited – Select Next
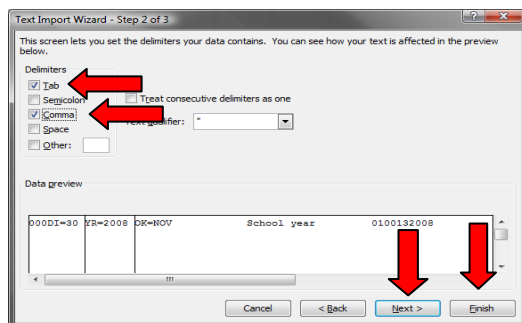
Select Comma   **Select Next ---- Then Finish.**

Or you can view it in Word.

To view **Raw Data Counts**–Select the button **More Totals**

In **More Totals you** can select and Print the reports: **Total Records**, **Disability Types**, **Time Codes**, **Regular Percent**, **and Environment**

Total Records:

Student Totals (S1 Records) – Student ID Membership Record- shows total of days a student was enrolled in school.

Student Totals (S2 Records) - SCRAM Totals – **SCRAM – S**elf-**C**ontained **R**esource **A**ttendance **M**anagement. This shows how many students are enrolled in Special Education/ Related Service (Resource or Self-Contained) as of December 1st .

Disability Types –

AU- Autism

BD - Behavior Disorder (Federal 'Emotional Disturbance')

CD - Communication Disorder (Federal 'Speech or Language Impairment')

DB - Deaf and Blind (Dual Sensory Impairment)

DD - Developmental Delay

HI - Hearing Impairment (Deaf)

ID - Intellectual Disability (Federal 'Mental Retardation')

MD – Multiple Disabilities

OH – Other Health Impairment

OI - Orthopedic Learning Disorder

SL – Specific Learning Disorder

TB – Traumatic Brain Injury

VI - Visual Impairment (Blind)

Time Codes –

A – 1-59 minutes of Special Education/ Related Service (Resource)

B – 60- 179 minutes of Special Education/ Related Service (Resource)

C - 180 minutes of Special Education/ Related Service (Self-Contained)

SPECIAL ED EXIT DATE (Required at year end): The date the student in special education has completely exited from all special education services.
This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date; If this date is submitted,
ALL S2's submitted must also have an exit date and the exit date on the S2's **cannot** be after this date.

For questions regarding this **contact**: **Wendy Carver – 538-7639**

SCRAM ENTRY DATE: (Col 017-024; Required – ALL updates) This is the date the
student first began receiving Special education related services. This date
must include the century. The format is **YYYYMMDD.**

SCRAM EXIT DATE: (Col 025-032 ; Optional unless there is a SCRAM EXIT CODE) This is the day
following the last day the student received special education related services for a particular
handicapping condition. This date must also include the century. The format is **YYYYMMDD.** If the
student is still receiving special education related services or at year-end was still receiving services,
please leave this field blank.

**Determining inclusion or exclusion of the student for the DEC 1 reports using this date is the same as
the school exit date (see "S1" record – field EXIT DATE)**. If present, it *must* be within the current school
year (July 1 – June 30).

A valid date must be present if SCRAM EXIT REASON is entered.

CODE REASON:

A - RETURNED TO REGULAR PLACEMENT
D - REACHED MAXIMUM AGE
S - SERVICE CHANGE
X - EXITED SCHOOL
Blank - If SCRAM EXIT DATE is left blank
A valid SCRAM EXIT REASON must be entered if a SCRAM EXIT DATE is entered.
NOTE: If SCRAM EXIT REASON is D, HIGH SCHOOL COMPLETION STATUS must be AO.

Regular Percent –

1 – At least 80% of the day

2- 40% -79% of the day

3- Less than 40% of the day

Blank – Student is pre-K and Environment is not 'E'

CANNOT BE BLANK for *all* students above pre-k **OR** for pre-k students with ENVIRONMENT 'E'

MUST BE BLANK for pre-k students with ENVIRONMENT anything *other than* 'E'

Environment –

If grade is PRE-K, you can use one of the following settings:

C - Early Childhood Special Education (50% or more of students in class
    are receiving Special Education Services)(federal "Special Class")
E - Early Childhood (less than 50% of students in class are receiving
    Special Education Services)
I - Itinerant (federal "Service Provider Location") student who travels from place to place
M - Home - If grade is K-12, you can use one of the following settings:
H - Homebound/Hospitalized
Y - Correctional Facility (Youth In Custody)
V - Regular School setting
R - Public Residential
S - Public Separate School
T - Private Residential Facility
U - Private Separate School
P - Parentally placed in private school

All of the codes above assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, and you track this in your SIS, you should use:
NOTE: Students age 3 through 5 with code 'P' will NOT be included in *ANY* December 1 reports.

However, because of the difficulty in collecting complete SCRAM data on P students, the USOE Special Education section will request a count of P students independently of the Clearinghouse.
For more information, **contact: Cal Newbold**, Special Education Data Specialist, at 538-7724.
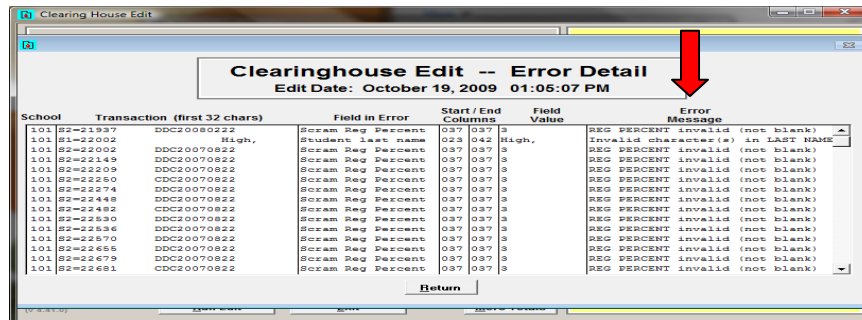
NOTE: "Age" used is calculated using the December SCRAM processing cutoff date as follows:

OCTOBER 1 - update - Forth coming December
DECEMBER 1 - update - Current December
YEAR END - update – Prior December

Correcting the data errors displayed in the Clearinghouse Edit – – Error Detail:

There are two Clearinghouse Pamphlets you need to refer to for answers to all clearinghouse errors, codes, and questions.

Both are on the Clearinghouse website:
http://www.schools.utah.gov/computerservices/Clearinghouse/Edit%20User%20Guide.pdf. **One is the Data Clearinghouse Update Transactions (School Year 20??-20??: PDF Format) and the other is the Clearinghouse Edit User's Guide (PDF Format). Also known as Data Clearinghouse Edit Program. The Clearinghouse Edit User's Guide (PDF Format) pamphlet is also downloaded with the Clearinghouse Edit Transaction Program.**

You will find it inside the CLH_edits folder **after you have downloaded the latest version of the Clearinghouse Edit Program to your computer.**

It is called Edit User Guide.pdf. **Also known as Data Clearinghouse Edit Program. Print both for reference in correcting errors for your data. Both pamphlets provide the latest changes and rules for the Clearinghouse. Always refer to the Data Clearinghouse pamphlets for clearification on rules and codes. Clearinghouse data changes are made frequently. These pamphlets are dated and/or show versions, so that you will know you have the latest updated information. You can make sure you have the latest updated versions by checking the Warehouse website.**

These pamphlets will change with the updates that occur in the **Clearinghouse Edit Module**.
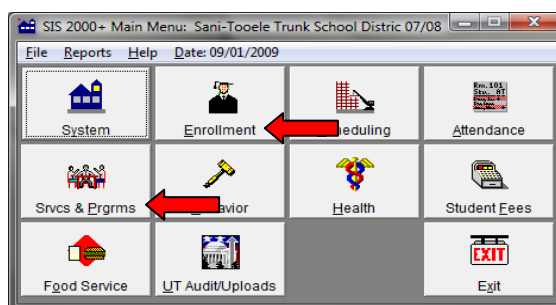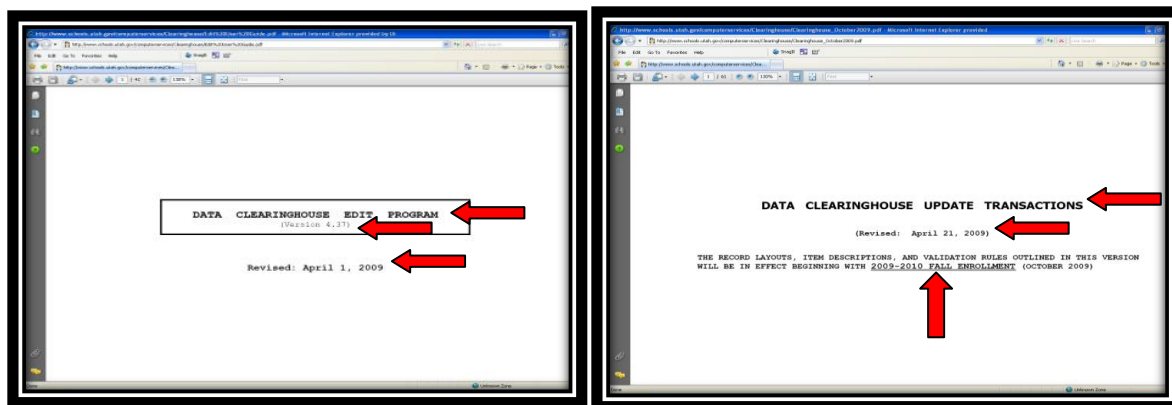
To make corrections to the data in FoxPro:

Select the student, teacher, course, or class that has the error.

If the error is a **student (S1)** error, go to **Enrollment** Module ➡ **Student Editor** Module and correct it there.

If the error is a **student (S2)** error, go to **Srvcs/Prgms** Module ➡ **Special Education** Module and correct it there.
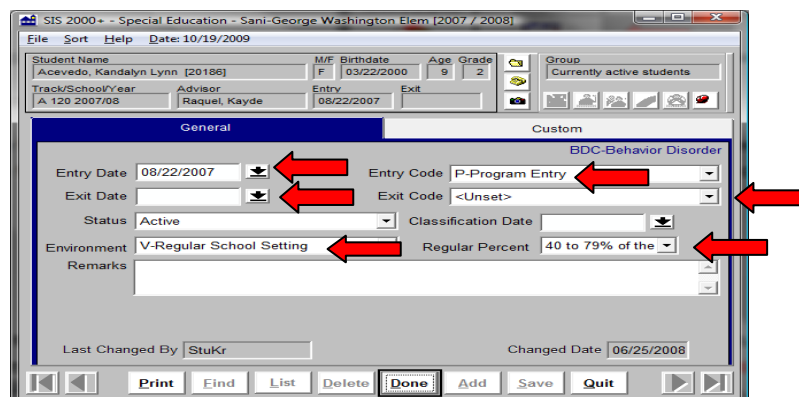
If the error is an **(AC)** record (course), Core Code not found error -- go to System Module ➡ District Courses Module and make sure you have the correct Cactus Core Code linked to the correct Course.

Sometimes you will need to update your Core Codes by going to the Curriculum & Instruction website and download the latest updated version of available Cactus Core Codes.
http://www.schools.utah.gov/curr/main/Core_Codes/default.htm

Select : Course Codes 20??-20??–Excel (2010-2011). Download and save this file to your computer.

I would save it inside your Clearinghouse folder.   CLH_edits

To update the Core Codes: Select the Core Code Table Update button

Browse to the folder you saved the Course Codes 20??-20?? – Excel(2010-2011).

 Select the file: CoreCodes.xls
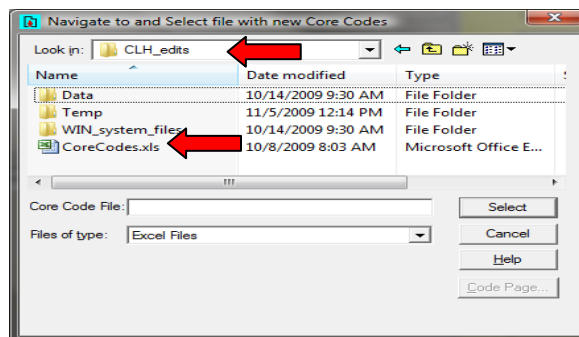
It will give you the message:
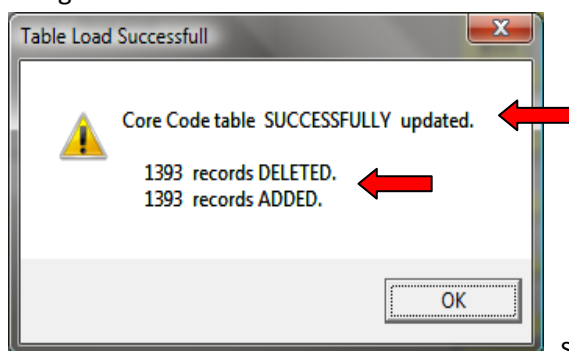
select O.K.

You are finished updating the Core Code record table. Rerun your data file for course errors.

Correcting S.S.I.D. Errors - (Missing STATEWIDE STUDENT ID):

Before submitting your data to the state, make sure you have **verified** and **reconciled** your student S.S.I.D.'s on the S.S.I.D. website.   https://ssid.schools.utah.gov/ssid/login.aspx   This is critical!
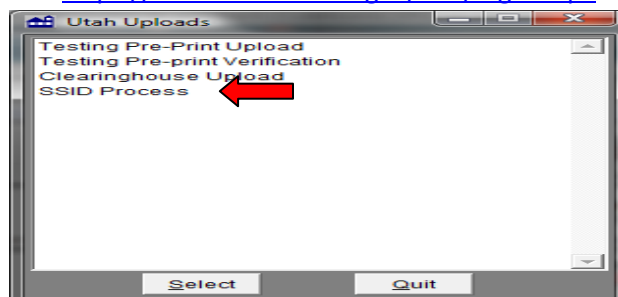
Go to the SSID Process in SIS 2000+ FoxPro
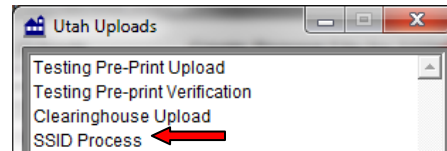
First -- **Retrieve S.S.I.D. Numbers** --- After **retrieving** your SSID numbers and downloading the file to your computer -

Select **Update SIS System - … (Browse) and import in the retrieved SSID Numbers**

Second -- **New S.S.I.D. Numbers** --- After getting your new SSID numbers and downloading them to your computer –

Select **Update SIS System - … (Browse) and import in the new SSID Numbers**

Third -- **Update S.S.I.D. Records** to the S.S.I.D. site. **This updates the state site to what LEA (school) the student is attending.**

Select **Update SIS System - … (Browse) and import in the new SSID Numbers**

Fourth -- **Verify S.S.I.D. Numbers** - Make corrections with duplicated students, etc. –
You will need to contact the S.S.I.D. department for help to correct the students.
* If **S.S.I.D. Numbers** are not **verified** and corrected, this will cause Clearinghouse errors when submitting your data to the state.
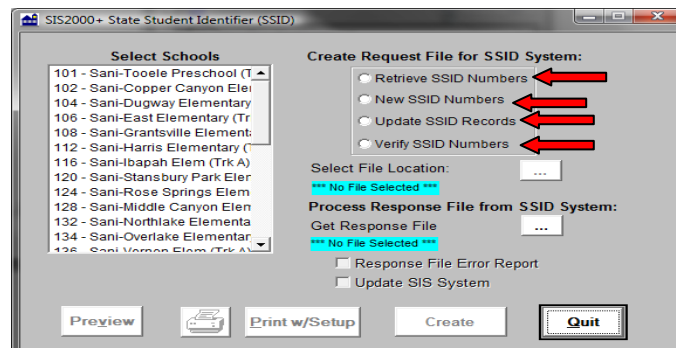
For instructions and more information about SSID's - **Call: Lisa Lindgren: 801 538-7637.**

Print reports from the Clearinghouse Uploads Statistical Reports screen:

December 1 Reports:
Summary/Certification Report by Age
Public Law 94-142 (Education of All Handicapped Children Act) **Report**
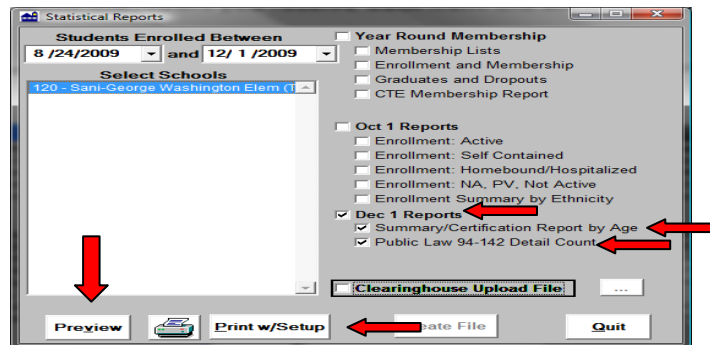
It is critical to print and file   copies of all reports from year to year for auditors. Also, print and file the report you receive back from the state for the October 1, December 1, and year-end Report.

Print and file the reports from the Statistical Reports by selecting the reports and select Preview then Print or select Print w/Setup. File and keep reports from year to year.

Uploading the Dec 1 file for the Dec 15th submission:

When you have finished running the FoxPro data through the clearinghouse and there are **zero** errors, you are ready to upload your data to the clearinghouse. You can tell there are no errors in your file when the Display button is grayed out. The button cannot be accessed because there are no errors to view or correct. **This doesn't mean there are no errors.** The Clearinghouse Edit Program you run does not find all errors. That is why it is critical to submit your data early to the state – by Dec 8th, so the state can send you back your report with the errors you will need to correct and resubmit your data corrected. Sometimes there are errors missed in the Clearinghouse Edit Program.

To upload your data:

Login to https://secure.schools.utah.gov/ directly or use the link below
http://www.schools.utah.gov/warehouse/

See MOVE-it DMZ User Guide at   https://secure.schools.utah.gov/doc/en/helpuser.htm
For help with uploading a file)

Select **Data Clearinghouse Upload** option from the Clearinghouse page.

Be sure to select the correct path on the secure web site before you start the process of uploading the file. The path should be as follows:

Distribution/School Districts/School Name (your school name)/ClearingHouse Uploads
The School Name will be **your school name**.

Select the link to launch the upload wizard. Select the Add button on the top. This will allow you to browse to locate the file you have created. Find the Clearinghouse data file you have created. Select the **next** button and follow the instructions to upload the file.

BEFORE you select to upload your file be sure to navigate to your LEA folder:
Folders\Distribution\School Districts\ (_your LEA_ (District, Charter))\Clearinghouse\Uploads on the website otherwise, the file will be uploaded to the wrong folder.

Notification:
It's important that you e-mail Bruce Hudgens (bruce.hudgens@schools.utah.gov) and 'CC' Shane Johnson (shane.johnson@schools.utah.gov) to inform them that you have uploaded a Clearinghouse file. If you fail to notify them that your file has been sent in, they may not know it's there so it might not get processed. During Dec 1 processing be sure to specify in _each_ e-mail what processing is to be done (finance, vocational, both) or that this is just a submission for data corrections only.

USOE - Clearinghouse will check your data and contact you:

Bruce Hudgens (or Shane Johnson) will reply to the email sent by the LEA (District, Charter) when the file was uploaded. This reply will indicate the Clearinghouse update was completed and the report posted...unless the update had errors. Then the reply will indicate the update was NOT completed as well as a description of the errors that need to be fixed. These errors typically involve invalid SSID numbers or actual LEA (District, Charter) and/or School numbers that are invalid (not in CACTUS) such as where taught district and/or where taught school in the Course Master record (AC). These verifications with the SSID system and CACTUS cannot be done by the edit program.

You will need to retrieve the reports and make sure they are correct before the submitting of your data process is completed:

To download the reports, sign on to the secure FTP site (as described in UPLOAD INFORMATION above). Navigate to:
Folders\Distribution\School Districts\ (your LEA)\Clearinghouse**Reports**
All available reports will be listed. Select the **Download** option next to each report you wish to download. When presented with the option to "open" or Save, select Save and proceed with saving the file to your PC.

IT IS IMPERATIVE THESE REPORTS BE VERIFIED BY THE LEA ((District, Charter)**. IF THE DATA SUBMITTED WAS NOT CORRECT, THE LEA (**(District, Charter)** MUST CORRECT THE DATA IN THEIR SIS SYSTEM AND SUBMIT A NEW FILE WITH CORRECTED DATA. THIS VERIFICATION PROCESS MUST BE REPEATED UNTIL THE LEA (**(District, Charter)** IS SATISFIED THE DATA SUBMITTED IS ACCURATE AND THIS PROCESS** *MUST BE COMPLETED BY THE IMPOSED DEADLINE***.**

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The process is not complete until you have verified your data is
correct by the Dec 15th deadline.

After the Dec 15th deadline, you will be contacted by the state
when your data has been processed and completed for you to
retrieve for filing.

For more instruction read the manuals for the Data Clearinghouse
Edit Program and Data Clearinghouse Update Transactions.
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